

<p align="center">CM/ECF</p> <p align="center">User's Guide</p> <p align="center">Part 2</p> <p align="center">US Bankruptcy Court, Southern District of Iowa</p>	<p align="center">Chapter</p> <p align="center">Processing New Cases</p>
	<p align="center">Section</p> <p align="center">Upload a Creditor Matrix</p>

This is the only document filed in a .txt format, rather than PDF. Refer to Appendix C, Guidelines for Preparation of a Matrix for assistance in preparing a matrix in .txt format.

Your software program may also prepare the matrix in .txt format. Check with your bankruptcy software vendor for instructions.

Note: It is helpful to know the number of creditors in the case. You are given an opportunity to confirm the number of creditors uploaded to the case.

STEP 1	Select Bankruptcy (from Main Menu)
STEP 2	Select Creditor Maintenance
STEP 3	Select Upload Creditor Matrix File
STEP 4	Enter Case Number

STEP 1	Click [Browse] locate, review and attach the matrix .txt file
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Add Creditors

ADD

When the matrix is not received by the 7th day from the date of the filing of the petition, the courts will docket an Order Dismissing the Case for Failure to File Matrix.



CM/ECF	
Bankruptcy	• Adversary • Query • Reports • Utilities • Logout
?	
Add Creditor(s)	
Total Creditors Entered 13	
<input type="button" value="Submit"/>	

STEP 1	Verify Number of Creditors
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CM/ECF	
Bankruptcy	• Adversary • Query • Reports • Utilities • Logout
?	
Creditors Receipt	
Case Number	02-93
Total Creditors Added to Database	13
File A Proof Of Claim	
Return To Creditor Maintenance Menu	

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